

State of Minnesota  
Department of Education  
Division of Elementary  
and Secondary Schools

REGULATIONS AND DIRECTIVES RELATING TO SPECIAL  
CLASSES FOR HANDICAPPED CHILDREN AND DISTRIBUTION OF REIMBURSEMENT AID

Regulations referred to are: MINNESOTA REGULATIONS RELATING TO EDUCATION, 1956 Edition, Regulations of the State Board of Education of the State of Minnesota, Documents Section, Department of Administration, St. Paul 1, Minnesota, A copy of the above publication has been sent to the school administrator of each school district maintaining graded elementary and/or secondary schools. regulations are referred to by Section numbers.

Directives, indicated by double asterisk (\*\*), are issued by the Dept. of Education on authorization of the State Board of Education to supplement and clarify the regulations and the provisions of Laws of 1957.

A, Personnel

1. Professional Staff

- a. Teachers (5034, b,1; 5059; 5063)
- b. Principals (5034, b,2; 5059; 5070; 5071)
- c. Visiting teachers (5034,b,1; 5059; 5064)
- d. Supervisors (5034,b,1; 5059; 5072)

2. Professional staff other than teachers

(\*\*) The professional staff must be licensed or certificated as required by the statutes or regulations of the State Board of Education,

- a. Psychologists
- b. Therapists—physical and occupational
- c. Counselors (5074)
- d. Braillists
- e. Medical physicians
- f. Occulists
- g. Psychiatrists
- h. School nurses (5075)
- i. Social Workers

3. Other personnel — Chapter 803

- a. Secretaries
- b. Orderlies
- c. Matrons

B. Class Size (5034 (d) )

(\*\*) 1. Minimum enrollment; five pupils for all special classes

(\*\*) 2, Maximum enrollment:

- a. Blind — eight pupils per teacher with variations as approved

Directive on Special Education (con't) 2

by the State Department of Education,

- b. Deaf .•—eight pupils per teacher with variations as approved by the State Department of Education.
- c. Crippled — eighteen pupils
  - (1) For home, hospital, or sanitorium, one or more as limited
- d. Mentally Retarded-- by State Department of Education,
  - (1) For educable (Group I): the maximum number to be fifteen (15), except that in schools employing two or more teachers for mentally retarded children in the same building, the maximum to be eighteen (18).
  - (2) For trainable (Group IX): the maximum number to be eight (3), except that in buildings containing two or more such classes, the maximum to be ten (10),

C. Pupil Eligibility (5033)

(\*\*) Examinations required for the determination of eligibility:

- 1. Records of pupil's physical condition and psychological examinations to be filed with State Department of Education.
- 2. Physical examinations to be made by a competent, licensed professional authority:
  - a. For the blind and partially seeing to determine the degree of eye sight.
  - b. For the deaf to determine the degree of hearing,
  - c. For the crippled to determine the nature and degree of body impairment,
  - d. For the mentally retarded to determine the child's physical and health condition.
  - e. For the emotionally disturbed and behavior problem children,
- 3. Psychological examinations: to be made by a certified psychologist.

D, Admission (5033)

(\*\*) Following types of handicapped children are eligible to special classes:

- 1. Blind and Partially Seeing, including Group I of the Mentally Retarded
- 2, Deaf and Hard of Hearing, including Group I of the Mentally Retarded

Note Blind children, defective speech children, and Mentally Retarded children in Group II are not to be admitted to the same class with deaf children, but must each have separate classes.

## Directives on Special Education (con't)

-3-

### 3.. Crippled Children

- a. Children who are crippled in body and limb to such an extent as to require special services,
- b. Crippled children who are incapacitated to such an extent as to be confined in home, hospital, or sanitorium,
- c. Crippled children such as spastics, the acceptability of whom will be based upon recommendations from a licensed, practicing psychologist as to the child's ability to benefit by instruction,

### 4. Mentally Retarded

- a. Children who are educable and can profit from instruction

### 5. Emotionally Disturbed

- a. Children who are certified by a licensed, professional psychiatrist as being eligible for a given situation.

### E. Reimbursement (5035 , b,d, apply; 5035, a, c, do not apply)

- (\*\*) 1. Reimbursement to school districts will be based on statutory provisions and standards applicable to a given situation,
- a. Salaries of essential professional personnel, approved special class teachers, special supervisors, administrative-supervisory principals for those school systems entitled to such service under the standards, graduate nurses and physical and occupational therapists who administer to the needs of classes for crippled children, and for such other services as rendered by such other personnel as listed under item "A." above will be the basis for determining the reimbursement,
    - (1) Reimbursement will be on the basis of two-thirds (2/3) of the salary not to exceed \$3,600 per annum for professional employees, devoting full time to teaching and rendering service to handicapped children,
    - (2) Reimbursement for salaries of part-time teachers and other professional personnel, will be pro-rated in proportion to the number of hours devoted in rendering service to handicapped children,
    - (3) Reimbursement for homebound will be two-thirds (2/3) of salary not to exceed \$4.00 per class hour,
- (\*\*) 2. For classes of trainable children the reimbursement will be two-thirds (2/3) of the salary of essential personnel, including teachers, matrons, and orderlies,
- (\*\*) 3. For supplies and equipment.

Directive on Special Education (con't)

a. Reimbursement will be limited to one-half (1/2) of the cost of special equipment and supplies required for instruction and services for the type of class maintained, not to exceed \$50.00 per pupil per annum.

b. Each item for which reimbursement is claimed, such as laundry, mental and physical examinations, etc., must be listed separately and itemized in the final report,

F. Transportation (5046 through 5058 apply where applicable)

(\*\*) 1. For physically handicapped children:

a. Reimbursement

(1) Schedule of rates for transportation of each child to be;

(a) First mile or fraction thereof, forty-five cents per mile per day, one way,

(b) For each additional mile or fraction thereof, fifteen cents per mile per day, one way,

(c) Reimbursement for conveying crippled children within a school building will be based on actual needs and costs of the services, but in no case shall total reimbursement for transportation to and from school and conveyance about building exceed the legal limitation,

(2) Limitations

(a) Aid for this service will be made from state funds for an amount not to exceed \$1,35 per child per day or \$225 per child per annum,

(b) The amount of aid to school districts for handicapped secondary pupils will be limited to the amount paid by the district for the transportation or board and lodging for other secondary pupils except in cases where it can be shown that extra service is required.

(\*\*) 2. For mentally retarded children:

a. Reimbursement

(1) Schedule of rates for transportation of one child shall be;

(a) First mile or fraction thereof, forty-five cents per mile per day, one way.

(b) For each additional mile or fraction thereof, ten cents per mile per day, one way,

(2) Limitations

- (a) Reimbursement aid for this service will be made from state funds for an amount not to exceed \$.95 per child per day or \$160 per child per annum,

(\*\*) 3, General

- a. In case transportation is impracticable, the school board may make arrangements to board and lodge the handicapped child at some home, thereby making school accessible for the child,
- b. Aid will be paid only for days such pupils are transported or boarded and in attendance at school,
- c. Where other pupils are transported on the same school bus with handicapped children, the costs to be used in determining the reimbursement aid for transportation will be prorated on the basis of the average cost per pupil for all pupils conveyed on such bus or buses,
- d. In no case will the aid exceed the actual sums paid out by the school district for transportation or board and lodging,
- e. The applications and reports for reimbursement aid for transportation or board and lodging of handicapped children are to be made to the State Board of Education by the school board of the district where such child or children reside,